Course Syllabus

Course Number: 1103  SECTION: 5002
Course Name: Nursing Assistant Skills I (NAA 100)
Summer Semester 2019/ Monday, Tuesday, Wednesday, & Thursday/ 9:00 A.M.—3:00 P.M. In-Person/ Web-Enhanced/Live Classroom/Online
Room Number: Prater Education Center 120

Instructor Contact Information
Instructor Name/Title: Ludrenia Hagans-Shepherd, RN
Office Hours: M-W-F 8:30 a.m.—3:30 p.m.  T-R 8:30 a.m. 3:30pm
Office Location: NEB 0G
Email Address: Ludrenia.hagans@kctcs.edu

Course Information

Course Description
Provides knowledge and skills for nurse aides to assume the role and responsibility required in a long term care setting. Focuses on communication, infection control, safety, resident/patient rights, and basic nursing skills.
Note: Faculty and clinical sites must comply with applicable Federal and Kentucky laws and regulations including but not limited to 42 USC 1396r and 907 KAR 1:450.

Integrated Components: Lecture: 2 credits (30 contact hours). Lab/clinical: 1 credit (45 contact hours)

Prerequisites
None: May not enroll if credit has been earned for NAA 1001 - NAA 1003.

Start Date: 07/01/2019  Midterm: 07/15/2019  End Date: 07/28/2019

Textbook Information and Supplies:
Bundle ISBN: 9780323676533

ISBN: 9780323530729

Supplies needed for clinical: White dress uniform or white top with navy bottoms, white or black shoes (leather, non canvas), Pen and note pad. A watch with a second hand; Liability Insurance (payment will be made at business office along with tuition), Two-Step TB Skin Test/ or Chest X-ray within the last year. Hept. B is recommended.

Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:
1. Identify work ethics and personal habits as they apply to the healthcare facility as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
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2. Demonstrate good personal habits as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
3. Explain the nurse aide’s role in organizational structure of the nursing facility as evidenced by achieving at least a 70% on written exams, quizzes, and clinical performance.
4. Identify responsibilities of the nurse aide to the resident and health care team as evidenced by achieving at least a 70% on written exams, quizzes, and clinical performance.
5. Describe basic skills and techniques in the performance of uncomplicated nursing procedures according to the program standards as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
6. Use basic skills and techniques in performing uncomplicated nursing procedures according to the program standards as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
7. Explain the role of the nurse aide in the processes and procedures associated with the nursing care of residents based on a plan of care and direction from charge personnel as evidenced by achieving at least a 70% on written exams, quizzes, and clinical performance.
8. Organize and administer nursing care to residents based on a plan of care and direction from charge personnel as evidenced by achieving a satisfactory on clinical performance evaluation.
9. Describe resident’s rights in the performance of activities of daily living as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
10. Demonstrate knowledge of resident’s right in assisting residents with their activities of daily living as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
11. Recognize how to assist residents in attaining and maintaining functional independence to the extent possible as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
12. Demonstrate ability to assist residents in attaining and maintaining functional independence to the extent possible as evidenced by achieving a satisfactory on clinical performance evaluations.
13. Explain the proper care for and use of equipment and supplies necessary for patient care as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
14. Demonstrate proper care for and use of equipment and supplies necessary for patient care as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
15. Recognize the resident’s physical, emotional, social and mental health needs as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
16. Demonstrate sensitivity to the resident’s physical, emotional, social and mental health needs through skillful, directed interactions as evidenced by achieving a satisfactory on clinical performance evaluations.
17. Actively participate in the maintenance of a non-threatening, independence-conducive environment for the nursing facility resident as evidenced by achieving a satisfactory clinical performance evaluation.
1. **FACULTY NAME:** Ludrenia Hagans-Shepherd, RN

2. **DATE & TERM:** 07/01/19, Summer 2019

3. **DIVISION:** Division of Allied Health Science Technologies

<table>
<thead>
<tr>
<th>COURSE ASSESSED</th>
<th>PROGRAM OR COURSE SPECIFIC COMPETENCIES</th>
<th>STUDENT LEARNING OUTCOME (SLO)</th>
<th>ASSIGNMENT/ASSESSMENT CRITERIA</th>
<th>Results</th>
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</thead>
<tbody>
<tr>
<td>NAA 100</td>
<td>Describe basic skills and techniques in the performance of uncomplicated nursing procedures according to the program standards.</td>
<td>Students will complete all workbook assignments and an exam on content concerning basic skills and techniques in performance of uncomplicated nursing procedures.</td>
<td>85% of the students will achieve at least 70% on an exam over basic skills and a satisfactory on lab performance.</td>
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<tr>
<td>NAA 100</td>
<td>Identify work ethics and personal habits as they apply to the healthcare facility</td>
<td>Students will complete all workbook assignments and exam on content concerning work ethics and personal habits.</td>
<td>85% of students will achieve at least 70% on an exam over ethics and personal habits and satisfactory on clinical evaluation tool</td>
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<tr>
<td>NAA 100</td>
<td>Demonstrate knowledge of resident’s rights in assisting residents with their activities of daily living as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.</td>
<td>Students will complete all workbook assignments and exam on content concerning rights, and apply these principles while assisting residents in the clinical setting.</td>
<td>85% of students will achieve at least 70% on an exam over resident’s rights and satisfactory on clinical evaluation tool.</td>
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Course Structure, Evaluation, and Grading Methods
All chapter assignments include reading and workbook assignments. Workbooks may be taken up and a grade assigned at the discretion of the instructor. Keeping up with reading and workbook assignments is very important to successful completion of course objectives. There will be a minimum of 3 exams. Quizzes and/or assignments may also be given throughout the course. Lab Performance exams will be used to evaluate proper skills technique and will be graded as satisfactory or unsatisfactory. There will be a comprehensive final exam. Learners must complete 75 clock hours and satisfactorily pass clinical to complete the course.

<table>
<thead>
<tr>
<th>Method</th>
<th>%</th>
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<tbody>
<tr>
<td>Exams</td>
<td>60</td>
</tr>
<tr>
<td>Quizzes/Assignments</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
<tr>
<td>Lab/Clinical</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Attendance</td>
<td>75 Clock Hours</td>
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Grading Policy/Scale
(Students must obtain an overall “C” Average to pass the course and a 70% or higher on exams be eligible to take nurse aid state registry exam). Students must have earned an average of 70% or higher on exams (excluding quizzes/assignments) to be eligible to enter/complete clinical learning experiences.

90-100% A
80-89% B
70-79% C
60-69 % D
<60% E

The actual score for all learning experiences will not be rounded up. The Final Grade Average will be rounded. (e.g. a 69.5 would result in a final grade of 70% whereas a 69.4 would be 69%).

Class Processes/Procedures

Inclement Weather Class Policy/Procedure
During periods of inclement weather, all courses scheduled BEFORE 9:30 a.m., will be cancelled. Learners will be asked to report at 9:30 for their 9:30 courses. All classes and clinical scheduled after 9:30 will begin at regular time unless announced otherwise. If the college is closed then we will not have lecture, lab or clinical.

Time missed due to inclement weather will be scheduled to be made up before the end of this course. Since most nurse aide classes meet each class period for three- eight hours, classes that are scheduled to begin at 8:00 a.m., 8:30 a.m. or 9:00 a.m. will meet at 9:30 in the event of a delay.
Attendance Class Policy/Procedure
The learner’s attendance record directly affects employment opportunities as well as successful mastery of skills and knowledge necessary for completion of the program requirements and eligibility to sit for the Nurse Aide State Registry Exam. Therefore attendance and punctuality are required.

Tardy
Tardy is arriving late or leaving early up to 15 minutes. After being tardy 3 times the learner will be counted one hour absent and will need to make up the one hour of time. Learners must be in attendance for the entire 75 hours- all hours missed must be made up to the instructors satisfaction!!! Learners will be asked to withdraw if they miss more than 6 hours for any reason!!! Learners must notify the instructor prior to the absence!!!! All hours missed must be made up within 1 week of the absence. All classroom and lab hours missed must be made up prior to starting clinical practicum. If class or clinical hours are missed it may not be possible to arrange make up and the learner will have to withdraw!! Failure to complete the 75 required hours for any reason will result in the learner not being able to complete the course and cannot sit for the state registry exam.

General Class Make-up/Late Assignment Class Policy/Procedure (not related to weather)
All classroom and lab assignments must be made up within 1 week of due date. A learner who misses a quiz or exam will have to make up that quiz or exam within one (1) week of the date the exam/quiz was given. An excused absence is required to make-up exams and proof of the excused absence must be presented to the instructor prior to taking the missed exam. The Learner must contact the instructor and make arrangements to make up lab and class time missed due to absence by the next class meeting following the absence.

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of mid-term with a W grade assigned to the student’s record.

During the drop/add period, students can drop a class without a grade appearing on the student’s record. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor according to the following criteria: A student may withdraw at any time after midterm and prior to final exam week and receive a grade of W, if the student has made a legitimate effort to complete the required assignments. This policy will not apply to any student guilty of any form of academic dishonesty.

No-Show Class Policy
All students must complete one or more class activities designated by the instructor within the designated drop/add period of the semester or session. If students do not complete the activity, students will be reported as “no-show” and may be subsequently removed or withdrawn from the course. Students reported as no-show and removed from a course will not be allowed back in the course. This will affect student financial aid.
Additionally, instructors are required to verify attendance throughout the semester and report attendance at 60% of the term and the last date of attendance. Students are accountable for the financial aid received and the successful completion of coursework. Consequences for failing to comply with U.S. Department of Education regulations include paying back financial aid received.

**Accommodations Procedure**
Learners needing specific accommodations should contact the local disabilities service representative to complete an Accommodations Plan which will ensure that the Learner receive full benefits and that the instructor is aware and can make the proper adjustments in his/her courses. The HCTC Disabilities Services Representative is Julia Caudill, phone (606)-487-3405, email jcaudill0129@kctcs.edu.

**Academic Honesty Policy (including Cheating and Plagiarism)**
From the KCTCS Code of Student Conduct, KCTCS faculty and Learners are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects Learners and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and Learner academic offenses and sanctions (section 2.3).

- Code of Student Conduct
- Academic Regulations

**Appeals Process**
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Division Chair *(see below for contact information)*. For information about academic rights, academic offenses and the Learner’s formal right to appeal, Learners should review the *KCTCS Code of Student Conduct* found on-line at: [https://hazard.kctcs.edu/current-students/academic-resources/code-of-conduct.aspx](https://hazard.kctcs.edu/current-students/academic-resources/code-of-conduct.aspx)

*You will need Adobe Reader to open the link and you may need to copy and paste the link to your web browser.*

**Informal Complaint/Appeal Procedure**
1. Instructors: Ludrenia Hagans-Shepherd
2. KNAT Coordinator: Ludrenia Hagans-Shepherd
3. Learning Services Dean: Dr. Paul Currie

**Academic Resource Center (hours of operation):**
[https://hazard.kctcs.edu/search.aspx?q=academic+resources](https://hazard.kctcs.edu/search.aspx?q=academic+resources)

**Children in the Classroom:** Due to the nature of course content and safety concerns, children are not permitted in classroom or lab.

**Cell Phone Use:** Cell phones are not allowed in the classroom, laboratory or clinical unit.
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Lab:
- You are expected to practice during allotted lab time. You may practice on your own time whenever the lab is open.
- Each student is responsible for cleaning his/her unit or station after each lab session.
- No food or drink permitted in lab.
- No sitting or lying on lab beds except when part of the lab activities.
- You will be given a list of items that should be present in each lab station. Make sure these items are there, the unit is clean, and bed and curtains straightened.
- Manikins shall not be abused in any fashion. They should be dressed and in proper body alignment. Treat with respect.
- Proper care and storage of all lab equipment is mandatory.
- All sharps and waste material shall be disposed of properly.
- Do not remove lab equipment or supplies without permission and being

Clinical:
- You are expected to be on time, equipped to work and in proper uniform.
- If you are going to be absent notify your instructor at least 12-24 hours ahead of time.
- In the event of an emergency, notify your instructor as soon as possible. Do not leave messages with personnel at the clinical sites.
- Professional conduct is expected at all times.
- Do not leave clinical unit or premises without notifying the instructor. This is a patient safety issue.
- All assignments or duties are to be completed. Notify the instructor of any work not completed. In addition you must report off to a designated unit staff member at the clinical site.
- Confidentiality is a must. Think before you speak. Be aware of how this can be breached. (Written assignments or notebooks, general conversation, giving information to unauthorized persons, etc).
- Any copying of a patient’s chart or part of the chart is strictly prohibited.
- You are here to learn, however PATIENT SAFETY AND CARE IS TOP PRIORITY.
- Malpractice Insurance and a TB skin test (chest x-ray if unable to take TB skin test) are required before you can attend clinical.

Criminal Records Checks Law (HB628) in part:
“Nursing facilities are prohibited from employing a person who has been convicted of a felony offense related to theft; abuse or sale of illegal drugs; abuse, neglect, or exploitation of an adult; or a sexual crime. You may employ a person convicted or pleading guilty to an offense classified as a misdemeanor if the crime is not related to abuse, neglect, or exploitation

Library Information: https://hazard.kctcs.edu/current-students/student-resources/library/index.aspx
Other College/KCTCS Processes and Procedures

Student Evaluation of Instruction
Each fall semester, students will be given the opportunity to complete evaluations of instruction on classes in which they are enrolled. The evaluations of instruction are completed online and only aggregate summaries are shared with the instructor after grades have been submitted. Each spring semester, selected courses are evaluated so you may not complete an evaluation. The student evaluation of instruction is an important process for HCTC to make continuous improvement each year to course offerings. HCTC thanks you in advance for your participation.

How to Drop Your Course:
This class is an in-person/web enhanced course, a drop/add form needs to be completed (with the instructor’s permission after midterm) and submitted to the records office (college registrar).
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NAA 100 Nursing Assistant Skills I

I, __________________________ ____________,
Learning Name (please print)

have read and fully understand the contents of the NAA 100 course syllabus. I will comply with guidelines in the syllabus, while I am a learner of HCTC. It is my responsibility to ask for clarification from my instructor, prior to signing this form, if I have questions about guidelines.

Attendance Policy

Learners must be in attendance for the entire 75 hours- all hours missed must be made up to the instructors satisfaction!!! Learners will be asked to withdraw if they miss more than 6 hours for any reason!!! Learners must notify the instructor prior to the absence!!!! All hours missed must be made up within 1 week of the absence. All classroom and lab hours missed must be made up prior to starting clinical practicum. If class or clinical hours are missed it may not be possible to arrange make up and the learner will have to withdraw!! Failure to complete the 75 required hours for any reason will result in the learner not being able to complete the course and cannot sit for the state registry exam.

Confidentiality Contract NAA 100

My responsibility related to maintaining confidentiality as a learner of HCTC Nurse Aide Program has been explained to me. I understand that it is my responsibility to maintain confidentiality.

I understand that disciplinary action will be taken if a breach of confidentiality occurs which will result in dismissal from the HCTC Nurse Aide Program.

Criminal Records Checks Law (HB628) in part:

“Nursing facilities are prohibited from employing a person who has been convicted of a felony offense related to theft; abuse or sale of illegal drugs; abuse, neglect, or exploitation of an adult; or a sexual crime. You may employ a person convicted or pleading guilty to an offense classified as a misdemeanor if the crime is not related to abuse, neglect, or exploitation of an adult.”

________________________________________
Learner Signature

________________________________________
Date